

Bowen Island Public Library
 Board of Trustees Meeting — June 18, 2020
 Via Zoom video conferencing
 Minutes

Attendance and Quorum: Susan Munro (chair), Cynthia Nicolson (vice-chair), Michael Penny (Treasurer), Melissa Harrison, Sue-Ellen Fast, Don Heth, Elizabeth Bowker, Peter Matthews, Beatrice Anderson, Len Gilday, Tina Nielsen (ex-officio)
 Regrets: Steve Mitchell

- 1) Call to Order: 7:35
- 2) Approval of Agenda: carried
- 3) Approval of meeting minutes from May 21, 2020: carried
- 4) Business arising from the minutes (updated table below)

What	Who	When
Reschedule BIPL 2020 Strat Plan session	Susan, Cynthia, Tina	Confirm a facilitator and their availability in August or September
SOFI submission to Libraries Branch	Tina	Done

- 5) New Business
 - i) Letter to Provincial Select Standing Committee on Finance and Government Services
(1) MOTION: To approve the letter to the Provincial Select Standing Committee on Finance and Government Services, and to authorize signing by Susan Munro and Tina Nielsen and delivery by email before June 26, 2020. carried
 - ii) Tina reviewed the Bowen Library’s Safety Plan to re-opening the door to the public (as per Phase 3 for the Restoration of Library Services Plan) when conditions are right. The Plan was developed by Tina Nielsen, Chief Librarian, with Library staff input and in consultation with Tyler Ruggles, BIM Occupational Health & Safety representative. All people interactions were reviewed for their risk level and their effective controls to reduce the risk of COVID-19 transmission, based on the Occupational Health and Safety Hierarchies.
(1) MOTION: Subject to completion of the Bowen Island Public Library Safety Plan, staff safety training and acquisition of required equipment, the Board authorizes the Chief Librarian to implement Phase 3 of the Restoration of Library Services Phased Plan. carried
- 6) Reports
 - a) Committees:
 - i) Personnel: Don reported the committee is working on materials focusing on the job description for the Chief Librarian in relation to succession planning and for

discussion at BIPL 2020 Strat Plan.

- ii) Finance: Michael had nothing to report
 - iii) Policy & Planning: Cynthia had nothing to report
 - iv) Communications: Elizabeth had nothing to report
- b) Monthly Financial: Michael noted accounts were exhibiting anomalies because of the current COVID circumstances. He recommended reviewing the library budget in the fall for possible amendments.
- c) Librarian—Tina reported:
- i) Tentative plan for reopening to the public (Phase 3) is to begin July 7 depending upon staff training, signage and acquisition of necessary supplies.
 - ii) Staff is now returning to the library for the majority of their work.
 - iii) Grant for summer employee has been approved for part time hours over 16 weeks. The job has been posted on our website and in the Undercurrent. The skills required will focus on online programming, social media, graphic design, and technology skills.
 - iv) The Donor Recognition sign for the Cove Commons will be installed Friday, June 19.
- d) InterLINK – Michael reported agreement among members that libraries’ staff were working under stressful conditions and were showing great resilience.
- e) BIM: Sue-Ellen reported the new BIM CAO Liam Edwards is now in place.

7) Next meeting date July 16, 2020

8) Adjournment: 8:45 PM